



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL EDUCATION AND TRAINING
250 DALLAS ST
PENSACOLA FLORIDA 32508-5220

CNETINST 5340.1
Code 00J

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CNET INSTRUCTION 5340.1

Subj ANNUAL COMBINED FEDERAL CAMPAIGN (CFC) FUNDRAISING

Ref: (a) 5 C.F.R. 950
(b) DOD Directive 5035.1
(c) NASPNCLAINST 5340.6B
(d) DOD Directive 5500.7-R

1. Purpose. To ensure proper operation in the conduct of the annual Combined Federal Campaign (CFC or Campaign) throughout the Naval Air Station (NAS), Pensacola Region.

2. Background

a. References (a) and (b) establish procedures and parameters for the annual CFC fundraiser. This instruction, along with reference (c), establishes requirements for fundraising procedures within the NAS Pensacola Region and must be followed to ensure orderly and successful CFC fundraisers are held.

b. References (a), (b), and (c) establish restrictions on CFC solicitation activities and methods. No employee may be coerced to participate in or contribute to the Campaign. While the annual Navy-Marine Corps Relief Society call for contributions is a separate and distinct fundraiser within the Department of the Navy, the CFC is the only Government-wide authorized solicitation of employees in the Federal workplace. The Campaign is intended to reduce disruptions in the workplace by consolidating all approved solicitations into a single, annual, officially supported Campaign.

3. Information

a. To aid CFC fundraising, innovative promotional events and activities such as car washes, raffles, lotteries, bake sales, carnivals, athletic events, and races are permitted during the annual Campaign period. Such special events must conform to guidance contained in references (a), (b), (d), and any other regulation, with specific limitations on events that involve gambling activities.

b. Per reference (b), limited use of DOD resources, including appropriated funds, in support of the CFC is authorized. Use of appropriated funds is limited to expenses related to CFC kick-offs, rallies, victory events, award ceremonies, and other similar events that build support for the Campaign, but are not directly involved in fundraising. The use of appropriated funds for

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refreshments, personal gifts, or any other item or activity not essential to support the CFC is not authorized.

c. Should military and civilian employees wish to contribute to the Campaign, they shall be individually contacted and provided the opportunity to designate contributions to specific organizations of their choice. True voluntary giving, however, is fundamental to the success of the Campaign. Procedures that do not allow free choice, create the appearance that employees do not have a free choice to give or not give, do not provide for the confidentiality of a particular donation election, or do not provide total freedom of choice in the charitable organization designated or the amount of any donation are contrary to Federal fundraising policy. All donation information is considered confidential. Under no circumstances shall individual donations be discussed by anyone involved in the Campaign.

4. Scope. This instruction is applicable to all activities and tenant commands on property under the cognizance of the NAS Pensacola Regional Commanding Officer.

5. Responsibilities

a. The Chief of Naval Education and Training is the senior military member of the Local Federal Coordinating Committee (LFCC) for the Pensacola Region.

b. Commander, Training Air Wing SIX, and the Commanding Officers, Naval Air Technical Training Center, Naval Aviation Schools Command, Naval Technical Training Center, and Naval Education and Training Professional Development and Technology Center will serve as Chairperson of the LFCC on a rotating basis. Commanding Officer, NAS Pensacola is the agent to provide financial oversight for Campaign expenses and to serve as Vice-Chair of the LFCC. The Campaign Chairperson, with assistance from the Vice-Chair, shall:

(1) Become familiar with all CFC regulations;

(2) Cooperate with the representatives of the LFCC and Principal Combined Fund Organization (PCFO) in organizing and conducting the Campaign;

(3) Initiate official Campaigns within their offices or installations and provide support for the Campaign;

(4) Ensure the Campaign is conducted per references (a) and (b);

(5) Maintain minutes of LFCC meetings and respond promptly to any request for information;

(6) Name following year's Campaign chairperson and notify the LFCC when the chairperson changes;

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(7) Determine the eligibility of local organizations that apply to participate in the local Campaign (exclusive responsibility of the LFCC--may not be delegated to the PCFO);

(8) Establish a network of employee keyworkers and volunteers and participate in interagency briefing sessions and kick-off meetings;

(9) Ensure the PCFO includes in keyworker training instructions on how to encourage employees to designate the charitable organizations they wish to receive their donations;

(10) Ensure contributions are distributed per reference (a);

(11) Ensure no employee is coerced in any way to participate in the Campaign, and bring allegations of coercion to the attention of appropriate authorities;

(12) Notify appropriate authorities of any problems or controversies concerning the Campaign;

(13) Ensure the PCFO does not use the services of consulting firms, advertising firms, or similar business organizations;

(14) Ensure that CFC activities and functions required of the PCFO are kept separate from any non-CFC operations of the organization, and verify that the PCFO keeps and maintains CFC financial records and interest bearing bank accounts separate from the PCFO's non-CFC financial records and bank accounts;

(15) Monitor the work of the PCFO and closely inspect the audit for compliance with reference (a); and,

(16) Recommend to the LFCC authorization for PCFO reimbursement of only those Campaign expenses that are legitimate CFC costs and are adequately documented.

d. The LFCC must annually solicit applications for the PCFO via public notice no later than February 1 of each calendar year following the guidelines contained in reference (a). All PCFO applications must include a line item budget with justification. The selected PCFO shall regularly provide the LFCC with financial reports.

e. A maximum of two junior officers may be assigned as loaned executives to the Campaign for a period not to exceed 6 months, such time to include the Campaign period.

(1) The officers shall be issued no-cost temporary additional duty orders to the Vice-Chair.

(2) The Vice-Chair shall sign all awards for the officers' participation in the Campaign.

(3) The Vice-Chair shall submit fitness report inputs to the officers' parent commands for their participation in the Campaign.

(4) The officers' parent commands shall be responsible for approval of leave or special liberty while they are participating in the Campaign.


(5) The CFC shall reimburse the officers for any authorized out-of-pocket expenses incurred in furtherance of the Campaign.

(6) The officers shall not perform any tasks not directly related to the Campaign, unless the parent command's mission requirements dictate otherwise and then only with notification to the Vice-Chair.

f. Commands may make available civilian loaned executives to participate in the campaign on a voluntary basis.

g. The provisions of references (a), (b), (c), and (d) must be adhered to by all personnel who serve in any capacity in support of the CFC.

6. Action. All activities and commands in areas under the cognizance of the NAS Pensacola Regional Commanding Officer are required to comply with the provisions of this instruction and are requested to support the CFC Fund Drive.


D. L. BREWER, III
Vice Chief of Naval Education
and Training

Distribution:
Pensacola Region Activities